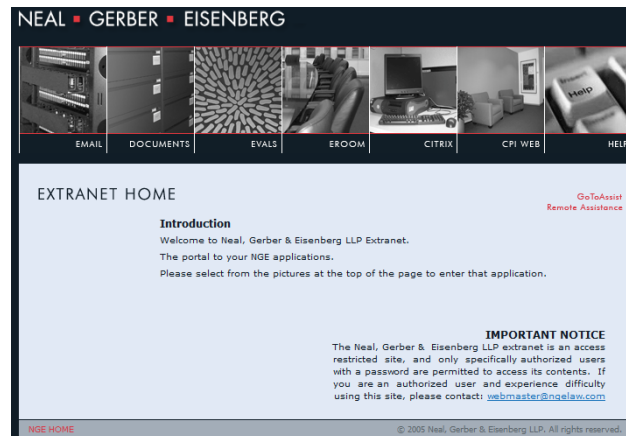


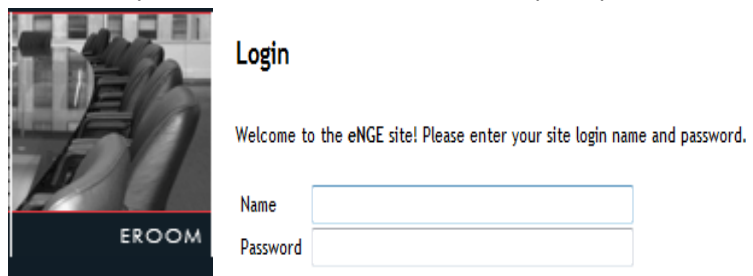
## How to access NGE eRoom

The MIS Department provides access to NGE eRoom through Internet Explorer to provide a secure location to share documents. Please read the following instructions on how to access NGE eRoom.

- 1) Open Internet explorer and type <http://chicago.ngelaw.com> in the address bar to access the NGE Extranet page.



- 2) Click the eRoom web link and then enter your User ID and Password when prompted.



- 3) After you successfully login to the NGE eRoom network you will see the eRoom's you have access to, please click on the name of your eRoom to launch it. ( in this example the eRoom name is \_Test)

